



**ANNOUNCES AN EMPLOYMENT OPPORTUNITY**  
*for*  
**COURT REPORTER**

- Attends court sessions as assigned and makes verbatim official records of the proceedings, often of a technical nature and at a high rate of speed.
- Provides immediate readback of all or portions of the record upon request.
- Prepares transcripts of proceedings upon request; certifies the accuracy of court transcripts; files official transcripts.
- Researches as necessary to verify case citations, spellings of legal, medical and other specialized terms used in the case.

## **MINIMUM QUALIFICATIONS:**

Certification by the State of California as a Certified Shorthand Reporter.

### **Knowledge of:**

Principles and practices of court reporting; clerical and legal record keeping practices and procedures; legal terminology of court work and legal process forms; California statutes relating to court procedures such as, Code of Civil Procedure, Probate Code, Welfare and Institutions Code, California Rules of Court; statutes relating to court reporting services; basic legal, medical and other technical terminology required in court proceedings; proper English usage, spelling, grammar, vocabulary and punctuation.

### **Ability To:**

Operate stenotype machine to record all court proceedings and prepare an accurate and complete official written record; understand, explain, and apply legal terminology, codes and procedures; exercise judgment in applying policies and procedures; establish and maintain effective working relations with judges, attorneys and court staff; respond professionally and courteously to the bar and the public; maintain confidential information where standards require; effectively communicate orally and in writing; organize and set priorities; work under pressure to produce accurate work under deadlines; work independently in a courtroom environment.

### **Physical Ability To:**

Hear and distinguish words of various tones and volumes; manual dexterity to operate and maintain court reporting equipment; sit and maintain sustained high-speed reporting for long periods of time; lift and move court reporting equipment of approximately 20-25 lbs. from place to place.

## **DESIRABLE QUALIFICATIONS:**

- Certified Realtime Reporter (CRR) certification. (Court Reporters who hold a current National Court Reporters Association's Certified Realtime Reporter (CRR) certification in good standing shall receive a 5% pay differential of the established hourly rate for each pay period in which "realtime" services are provided to the Sacramento Superior Court.)
- One (1) year of experience as a Court Reporter.
- Ability to use computer assisted transcription.

## SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Friday, September 8, 2006** (*or until filled*). Applications received by the final filing date of September 8, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to an interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

## SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

**TO APPLY FOR TRANSFER:** Employees who are eligible to transfer into the Court Reporter position must submit a completed **court application form, resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Friday, September 8, 2006** (*or until filled*). Applications received by the final filing date of September 8, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager/Supervisor.

The hiring Manager/Supervisor will contact applicants regarding the status of their applications.

**Eligible transfer applicants will be considered by the hiring Manager/Supervisor. Submission of an application does not guarantee an interview.**

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

## **COURT REPORTER SUPPLEMENTAL QUESTIONNAIRE**

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your response to no more than one (1) page per question.

1. Describe the training or experience you have had in addition to your Certified Shorthand Reporter (CSR) license. Summarize various areas of the court in which you have worked, i.e. criminal, civil, depositions.
  
2. Describe your experience/skill with computer assisted reporting, including the system(s) you are familiar with.
  
3. Describe your experience/skill with “real time” reporting. What steps would be necessary for you to provide “real time” reporting service in a courtroom?

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO  
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.).

Employment with the Superior Court of California, County of Sacramento is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

**BENEFIT INFORMATION**

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

**Vacation:** Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

**Holidays:** The Superior Court of California, County of Sacramento recognizes thirteen ½ (13 ½ ) holidays per year.

**Sick Leave:** Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

**Parental Leave:** Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

**Retirement:** Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

**Group Health, Dental and Life Insurance:** The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

**Deferred Compensation:** The Court offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a monthly basis.

**Credit Union:** The credit union offers loan facilities and systematic savings plans through payroll deduction.

**Computer Purchase Program:** Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.